TRAINING & DEVELOPMENT ASSIGNMENT PLAN

MEMORANDUM

TO: Training & Development Assignment File

FROM: Air Resources Board, Division, Branch

DATE: Month xx, 200_

SUBJECT: TRAINING & DEVELOPMENT ASSIGNMENT

TO: Air Resources Board, Division, Branch

NAME OF PARTICIPANT:

CLASSIFICATION OF PARTICIPANT:

TRAINING CLASSIFICATION:

FROM: TO:

PERIOD OF ASSIGNMENT (DATES):

FROM: Month xx, 200 **TO:** Month xx, 200

TRAINING PLAN:

Training to be Accomplished and Intent

Through this T&D assignment, the employee is expected to gain...The employee will gain the knowledge, skills, and abilities of a xx and be able to participate in the promotional examination.

Assignment and Duties

See attached duty statement.

CONSIDERATIONS:

This training assignment will in no way jeopardize promotional opportunities for the participating employee.

No layoffs will be required as a result of this training assignment, and no other rights of any employee will be infringed upon.

A supplemental memorandum will be prepared within 30 days notice of any modification, extension, or early termination of this assignment by either party.

Upon termination of the training assignment, the participating employee has the mandatory right to return to his/her former or comparable position.

Under the standards delegated by SPB Memorandum dated August 5, 1976, this training assignment plan is approved by:

Supervisor	Date	Division Chief	Date
Supervisor	Date	Division Chief	Date
Human Resource Analyst	Date	Employee	Date